

# Al Sigl Community of Agencies Job Description

**Job Title:** Groundskeeper

**Department:** Facilities

**FLSA Status:** Non-Exempt

**EEOC Classification:** Laborers

**Salary Range:**

**Indicate all that apply to this position:**  **Full-time**  **Part-time**  **Relief**

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## Job Summary:

Work with Director of Real Estate and fellow team members to monitor, schedule, coordinate and execute all grounds maintenance and services for all Al Sigl Center owned and managed properties to insure presentation of a neat, clean and attractive image. Ensure all properties are safe and free of debris, obstacles, snow and ice, slip and trip hazards, and are presentable at all times. Ensure all grounds equipment is properly maintained and ready for usage as required by season. Recommend equipment needs, upgrades, or enhancements so as to contribute to the teams productivity and performance.

## Key Relationships:

**Reports To:** Director of Real Estate

**Relates To:** Facilities staff, Partner Agency staff, clients and visitors

**Supervises:** None

## Primary Responsibilities:

1. Work with Director of Real Estate and fellow team members to schedule and perform all lawn care services including but not limited to mowing, clearing of sidewalk clippings and debris, edging, trimming, detailing, watering, removal of turf debris, etc.
2. Schedule and perform installation, maintenance, enhancements of all the plantings on all campuses including but not limited to flowers, shrubs, trees, and other landscape existing items. To include trimming, planting, replacing as needed, watering, feeding, and other general planting maintenance needs.
3. Schedule, plan and assist in removal of snow and ice from walkways, roadways, parking areas, garages, shelters, common areas, etc., to ensure all areas are safe and accessible at all times.
4. Properly maintain all equipment and service records for the fleet as well as all grounds equipment.
5. Coordinate with management and fellow grounds crew members, including temporary and part-time help, to ensure maximum productivity during a given work day.
6. Perform grounds/landscaping work associated with major construction, remodeling or renovations as required.
7. Winterize and de-winterize campus landscapes and equipment as required.
8. Respond to off hours calls and needs as required to ensure all areas are safe and accessible at all times.

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## **Other Duties and Responsibilities:**

1. Make recommendations for design and ease of maintenance in renovations or new landscaping projects.
2. Remain available for emergency response, particularly in regard to snow removal.
3. Oversee outside vendors performing related work as requested.
4. Assist Building Maintenance crew/Building Superintendents and Project Team leader as requested.

## **Education and Experience:**

1. High school or trades school graduate or equivalent.
2. 3-5 years experience in grounds maintenance.
3. Experience with lawn care equipment and tools required.
4. Ability to run heavy equipment, including a backhoe, strongly desired.
5. Small engine repair and troubleshooting knowledge desired.

## **Knowledge, Skills and Abilities:**

1. Ability to perform manual tasks with moderate physical strength.
2. Ability to reach, bend, lift, stretch, push, pull and otherwise move to complete assigned tasks efficiently and effectively.
3. Must have a valid NYS Drivers License and be able to drive company motor vehicles and equipment.
4. Ability to maintain positive relationship with Partner Agency staff.

## **Special Requirements:**

Must have flexibility to respond to emergency situations and changes in work schedule due to seasonal requirements or special events.

**Department Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Revised: 7/2020**